

# MAINTENANCE ASSISTANT

## Description:

The ideal candidate for this position will have good communication and interpersonal skills, excellent DIY skills and previous experience in a similar role.

Duties include repairing damaged and broken equipment/fixtures and fittings in accordance with the **Centre's planned** programme of repair, and painting and decorating.

The principal place of employment will be Xcel Leisure Centre and full training will be provided.

A flexible approach is necessary as from time to time the post may require the post-holder to work in excess of the specified hours.

## Benefits include:

- Free use of our facilities over three sites (Xcel Leisure Centre, Alan Higgs Centre & Centre AT7)
- Excellent training and development prospects

*Department:* Operations

*Hours:* 24.5 (Part-Time)

## Hourly rate:

£7.18 (Topped up as appropriate in accordance with NMW and NLW)

For an application pack and to apply online, please visit [www.covsf.com/jobs](http://www.covsf.com/jobs) and complete the main application form.

Closing date for applications: **29<sup>th</sup> September 2017**

Coventry Sports Foundation is an equal opportunities employer.  
A DBS Check will be required for the successful candidate.



1. **Job Title:** Maintenance Assistant
  
2. **Job Purpose:** To assist in all aspects of site and grounds maintenance at the Alan Higgs Centre, Centre AT7 and the Xcel Leisure Centre as required.
  
3. **Responsible To:** Centre Manager
  
4. **Responsible For:** N/A
  
5. **Main Tasks:**
  - 5.1 To assist in areas of equipment, site and grounds maintenance, including all aspects of repairs and servicing, adhering at all times to the requirements of the Foundation's *Health & Safety Policy*.
  - 5.2 To assist in all servicing and cleaning of vehicles belonging to Coventry Sports Foundation.
  - 5.3 To ensure that all operation of machinery and tools is carried out in a safe and competent manner, adhering at all times to manufacturers specifications and the guidelines of the Foundation's *Health and Safety Policy*.
  - 5.4 To be responsible for ensuring that the grounds, floodlit pitches, drives and paths are free from litter and that the motorised road sweeper is used on a regular basis to ensure the sports hall and car parks are in a clean and tidy condition.
  - 5.5 To be specifically responsible for the maintaining of the all weather playing surfaces, ensuring that they are periodically 'pile-brushed' re-sanded and that all defects are rectified.
  - 5.6 To ensure that, as a sub-master key holder, all aspects of security within the Centre premises and site (including garages) are kept secure at all times.
  - 5.7 To liaise with the Centre Manager regarding any aspects of extraordinary maintenance and cleaning.
  - 5.8 To adopt a flexible approach to provide maintenance cover during urgent or emergency situations as deemed necessary by the Centre Manager.

- 5.9 To actively implement operating policies and procedures as are appropriate, such as (but not exclusively) those regarding Health & Safety, Equal Opportunities, Customer Care, Complaints, Behaviour & Discipline.
- 5.10 To maintain pool plant operations and procedures as required.
- 5.11 To attend training and refresher courses as are appropriate to maintain qualifications and standards of good practice.
- 5.12 To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities between the Xcel Leisure Centre, Centre AT7 and the Alan Higgs Centre.
- 5.13 To generally help to promote the work and public image of the Foundation, by always maintaining high standards of appearance and adopting a friendly, professional approach to the public.
- 5.14 To undertake other duties, as specified by the Duty Managers, the Centre Managers or other members of the Senior Management team, which are appropriate to the level and general responsibilities of the post.





	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Working knowledge and experience of a wide range of buildings maintenance and operation.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Health and Safety policies.</li> <li>Previous experience of maintenance work within a leisure facility.</li> <li>Basic IT knowledge and literacy.</li> <li>Technical ability in relation to plant maintenance.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good planning and organisational skills.</li> <li>Ability to work as part of a team or under own supervision.</li> <li>Ability to work under pressure.</li> <li>Ability to use own initiative in unsupervised settings.</li> <li>Good communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Good standard of literacy and numeracy.</li> <li>Recognised industry qualifications.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Presentable personal appearance.</li> <li>Enthusiastic and self motivated.</li> <li>Honest, reliable and trustworthy.</li> <li>Show a flexible approach to work.</li> <li>Adaptable and approachable.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Good state of general health.</li> <li>Ability to work unsociable hours/weekends and be available to attend at short notice.</li> <li>Full drivers license.</li> </ul>	